

Title	Policy Number	
SAFETY POLICY STATEMENT	1661-36	
Approved by: <i>[Signature]</i>	Effective Date: JULY , 1986	Revised
Forms Used: ACCIDENT REPORT	Applicable Merit Rules: NONE	Page <u>1</u> of <u> </u>

I. AFFECTED DIVISIONS: All

II. POLICY STATEMENT AND PURPOSE:

It is the policy of the Department of General Services to provide its employees with a safe working environment through the establishment of safety practices and procedures, training and motivating employees to perform their duties safely, and the development of a safety information system sufficient to support effective accident prevention.

III. AUTHORITY:

This policy is established through the authority of the Director, Department of General Services.

IV. DEFINITIONS:

Supervisor: Any individual having authority in the interest of the public employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline other public employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

Manager: An employee who has supervisory responsibility over subordinate supervisors; or any person whose responsibilities include preparing budgets providing equipment and/or facilities for subordinate personnel, and developing or implementing agency policies.

Training and Education: Any teaching process undertaken to educate the employee. Includes formal classroom instruction; organized training sessions using films, speakers and/or booklets; informal job site instruction in the use of tools or equipment; and verbal instruction in the use of tools or equipment; and verbal instruction in safety practices or procedures.

Accident: Any unplanned event that causes personal injury or death or which damages property or equipment.

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ACCIDENT REPORT	NONE	

V. RESPONSIBILITIES:

A. Supervisors: Every supervisor shall be responsible and accountable for on-the-job safety of every employee and his/her supervision. Specific responsibilities of supervisors include the following:

1. Insures that their subordinates are trained in safe practices and procedures for the activities they perform.
2. Observes the work environment on a continuing basis. Identifies hazards or unsafe condition and arranges for their elimination.
3. Motivates subordinates to conduct their activities safely, discusses safety problems and proposes solutions and sets the example of a positive safety attitude through his/her personal actions.
4. Makes regular use of accident reports and other safety information to become aware of accident trends, to identify potential safety problems and to implement preventive actions.

B. Managers: Every manager shall be responsible and accountable for the on-the-job safety of any employee directly under his/her supervision as well as those reporting to subordinate supervisors. Specific responsibilities of the manager include:

1. Insures that the safety responsibilities assigned to subordinate supervisors are carried out, and evaluated.
2. Insures that resources are allocated and sufficient budget is provided to conduct the employee safety program as described in this policy.
3. Review and analyze accident experiences of his/her staff as well as pertinent safety information and guides. Assists subordinate supervisors in accident prevention efforts.

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Employee: Each employee of the department shall be responsible for accident prevention on the job. Each individual shall also be responsible for:

1. Complying with work rules, policies, and procedures.
2. Reporting all accidents within 24 hours of their occurrence. Failure to do so could result in disciplinary action.
3. Correcting or reporting unsafe conditions.
4. As appropriate, warn others of known hazards or of their failure to observe safety policy.